



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Staff Services Manager I-specialist (\$5079 - \$6127)

TENURE/TIME BASE: Permanent / Full-Time

FINAL FILING DATE: December 6, 2011

No formal telework schedule is permitted for this position.

In order to be considered for this position, you must complete and submit a supplemental questionnaire with your state application. You can access the questionnaire here: <http://www.surveymonkey.com/s/TCTH9NW>. There may be follow-up questions in the oral interview.

Interview will consist of mathematics test, excel test, and oral interview.

DUTIES:

As one of a small team of analysts, the incumbent reviews, costs, and makes recommendations regarding collective bargaining financial issues, including proposed changes in salaries and pay ranges, pay differentials, travel and other business related reimbursements. Incumbent also provides costings and recommendations for issues not funded through collective bargaining negotiations and coordinates adjustments between DPA and DOF to the employee compensation item (Item 9800) in the Budget Act. Reconciles statewide salary and benefit expenses with Item 9800 to ensure that costs associated with employee compensation that are negotiated during collective bargaining are accurately estimated, properly allocated, and not over-expended. Provides support to a multiple-agency automation project by identifying critical areas of need for employee compensation costing data. Analyzes and evaluates fiscal data and assists in review of legislation and prepares policy and issue papers concerning statewide employee compensation, benefits and retirement issues. Gathers data and studies various problems arising in connection with costing control for the collective bargaining process. Incumbent will also prepares reports, correspondence, performs research for special projects as assigned, development of the DPA compensation survey, and other related duties.

To be successful in this position, incumbents should have the following:

- Experience with the State's budget process.
- Advanced Excel spreadsheet functions.
- Ability to perform with short deadlines and high pressure.
- Ability to work beyond core hours and/or call back hours.
- Quick study and self-starter

WHO MAY APPLY:

Employees with eligibility (e.g., transfer, list reinstatement) for the classification of Staff Services Manager I are encouraged to apply. After an initial screening of applications, only the most qualified candidates will be selected for an interview.

SUBMIT APPLICATIONS INCLUDING POSITION NUMBER /RESUME TO:

Trish Bauman, Hiring Coordinator
Department of Personnel Administration
1515 S Street, North Building, Suite 400
Sacramento, CA 95811
916-324-9408

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.